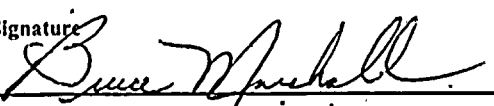
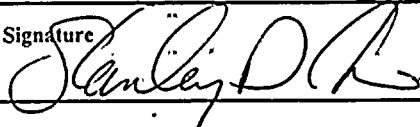



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Boston, MA	2. POSITION NUMBER 1-0006		
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Env Protection Specialist	GS	028	13	
4. SUPERVISOR'S RECOMMENDATION	Environmental Protection Specialist	GS	028	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Gilleland, Ross L.			
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		c. Search & Cost Recovery Section			
b. New England - Region I		f.			
c. Office of Site Remediation & Restoration		g.			
d. Technical & Support Branch		h. EPAYS Organization Code			
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<p><input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.</p> <p><input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p><input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p><input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p><input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.</p> <p><input type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Bruce Marshall, Chief, Search & Cost Rec.		d. Typed Name and Title of Second-Level Supervisor Stanley D. Chin, Chief, Tech & Suppt. Branch			
b. Signature 	c. Date 12/14/99	e. Signature 	f. Date 12/14/99		
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code 00	
d. Bargaining Unit Code 0011	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (15% of time) <input type="checkbox"/> This position is subject to random drug testing ( )		f. Signature 		g. Date 1/2/00
11. REMARKS					

Environmental Protection Specialist  
GS-028-13

I. INTRODUCTION

This position is located in the Search and Cost Recovery Section Technical and Support Branch, Office of Site Remediation and Restoration, EPA, Region I. The Search and Cost Recovery Section provides enforcement and administrative support, in accordance with national guidance and EPA Headquarters and Regional policy, to the Office of Site Remediation and Restoration Superfund program. The section interacts frequently with Headquarters, Office of Environmental Stewardship(OES), Office of the Comptroller, other Federal Agencies, including the Department of Justice, with State and local government officials, contractors, representatives of private industry and the general public.

Principal functions of the Section include:

- \* managing information the Agency collects and generates on Superfund sites, including information about and from potentially responsible parties (PRP's);

- \* planning and conducting responsible party search activities which must be undertaken at all Superfund sites prior to taking enforcement or remedial action;

- \* assembling all documentation necessary to support enforcement aimed at negotiating response actions by, and recovering government expenditures from, potentially responsible parties; and

- \* providing general administrative support to Superfund site management teams and specialized support in the area of Superfund site file organization and development of Administrative Records for NPL remedial sites and non-NPL removal sites as required to support the Agency decision making process for site response actions documented in the Record of Decision (ROD) for remedial sites or in an Action Memorandum for removal sites.

The primary purpose of the position is to provide administrative and management support for technical applications, e.g., computer based indexing, optical scanning, electronic media and Internet and Intranet applications in Superfund Records Management.

The incumbent maintains an awareness of relevant technologies and electronic media applications appropriate to the Superfund records/information management program. The incumbent maintains an awareness of relevant information management activities in the Region and nationally in order to assist in the pursuit of the

goals and objectives of the Superfund program.

The incumbent's work is focused primarily on the implementation of a comprehensive records/information management program.

The objectives of the records/information management program are:

- \* achieve greater efficiency in filing, storing and retrieval of records and information;
- \* ensure greater accessibility of information to EPA personnel and members of the public;
- \* achieve greater security of records and information; and
- \* increase the efficiency of space utilization.

## II. MAJOR DUTIES

- o Managing the ongoing implementation of the Region's Superfund program records/information management program and the development and implementation of appropriate electronic applications for records management. This involves a comprehensive effort to organize and maintain response action information on remedial and removal sites.

The incumbent is responsible for:

- Serving as one of the managers for the Region's records management support contractors working on Superfund remedial and removal program records. The incumbent sets priorities, provides general direction and guidance, plans and budgets for needed services, and monitors and approves contractor vouchers. The incumbent plans and, in the capacity of a work assignment manager, directs and monitors the activities of contractors operating under various contract vehicles.
- Ensuring that site information is organized consistent with standardized format and that access to information is controlled consistent with established guidelines.
- Ensuring the proper operation and security of the EPA Records Center located at the EPA office, 1 Congress Street, Boston, MA. The Records Center is the centralized repository for Superfund program files and Administrative Records. It is also the repository of three public dockets which must be available to the public for review during normal business hours. In

operating the Records Center, the incumbent works with staff from the Office of Site Remediation and Restoration, the Office of Administration & Resource Management, the Office of Environmental Stewardship and support contractors assisting the agency in the conduct of the day to day operations of the Record Center.

- The incumbent is responsible for coordinating program records management activities for remedial and removal sites, monitoring Records Center support personnel implementation of agency practices, policies and procedures relevant to the proper operation of the Center, and ensuring that such practices, policies and procedures are properly followed in a consistent manner; and holding periodic meetings with support staff to discuss new practices, policies or procedures and developing solutions to problems in order to ensure the efficiency and effectiveness of the support functions.
- Implementing the Administrative Record requirements mandated by §113 of CERCLA. This provides that each Superfund Record of Decision and removal action decision has an Administrative Record available to the public which documents the Agency's remedy selection/response action decision process as well as the public's participation in the process. The incumbent is responsible for establishing priorities to ensure that the compilation of the Administrative Record is undertaken at the appropriate time and completed in a timely fashion, providing guidance and direction to agency and state staff on EPA policies and procedures related to the compilation of administrative records, and ensuring that contractors produce quality work products. The incumbent develops the strategy for compiling the records in accordance with Headquarters guidance and assists Headquarters in developing realistic policies regarding Superfund records/information management and Administrative Records.
- o Provide administrative and management assistance in support of the remedial and removal programs, as needed.

The incumbent is responsible for:

- analyzing and assessing current records/information management and information exchange activities that would benefit from additional administrative and management attention. The incumbent will identify

problems and areas for improvement and plan activities directed toward increasing the effectiveness and efficiency of the records/information management program and information exchange;

- coordinating the planning and implementation of records management and information exchange training as needed; and
  - developing and maintaining specialized information management systems and computer databases, as necessary, to achieve these objectives.
- o Performing other duties as assigned, e.g., initiating procurement of materials and services as may be needed to maintain the efficient operation of the Records Center.

#### FACTOR I - KNOWLEDGE REQUIRED BY THE POSITION

This position requires strong background in organizational principles and practices, and management so that the incumbent may apply analytical abilities to a variety of functions such as:

- evaluation of the functioning of large data management systems relating to the records management;
- effectively coordinate operations in the Records Center;
- planning, coordinating and implementation of records/information management and work assignments with internal staff;
- initiate the development of new and/or revised procedures and methods to assist the program in monitoring, and reporting performance and progress of various Superfund records/information management activities; and
- coordinate and monitor contractor activities related to records/information management support tasks.

The duties require a high degree of organizational and technical ability to handle many responsibilities. The incumbent must have the ability to;

- \* understand various statutory and regulatory program elements;

- \* organize and coordinate a diverse group to accomplish specific objectives;
- \* use computerized database systems and Internet/Intranet information management applications;
- \* effectively plan, monitor and track records/information management projects from concept to implementation; and
- \* communicate effectively orally and in written form.

#### FACTOR II - SUPERVISORY CONTROLS

The incumbent's supervisor is the Chief, Search & Cost Recovery Section. Assignments are provided in terms of the objectives to be achieved, results expected, relevant priorities, and purpose(s) of the work. The incumbent is expected to be proficient and able to independently implement established records/information management procedures and determine the approaches and solutions to many problems. Incumbent is expected to complete the assignments relying primarily on experience and judgement. Incumbent is expected to complete assignments with minimal supervision. The Supervisor normally accepts the technical adequacy, methodology and techniques utilized to complete the work. Supervisory input would be expected only in cases involving controversial or complex policy issues or when unusual methods, techniques or procedures are utilized.

#### FACTOR III - GUIDELINES

Guidelines consist of standard instructions, literature, precedents and practices; Federal records management codes and standards; and agency policy and program directives. The incumbent is expected to be familiar with such guidelines. The incumbent applies standard practices making adjustments and modifications as needed to take advantage of new or developing technological applications in records/information management.

#### FACTOR IV - COMPLEXITY

Assignments involve records/information management projects which cover the range from routine to innovative high technology applications and practices. Problems encountered generally require application of complex technical methods and techniques.

#### FACTOR V - SCOPE AND EFFECT

The purpose of this work is to provide support services to attorneys, technical staff and the public relating to the implementation of the CERCLA remedial and removal programs. The incumbent supports staff and attorneys in the development and maintenance of the administrative records, site files and information exchange systems such as web pages on the Internet.

Work efforts have an effect on the accuracy and reliability as well as the timeliness of response activities being performed by technical staff and attorneys. Projects include preparation of statements of work, preparation on independent government estimates and monitoring of contractor work assignments.

FACTOR VI - PERSONAL CONTACTS

Personal contacts include Region I personnel, Federal/State/local agencies, EPA Headquarters, contractors, representatives of private industry and general public.

FACTOR VII - PURPOSE OF CONTACTS

The purposes of these contacts is to exchange and gather information necessary to the implementation and advancement of the remedial and removal records/information management program.

FACTOR VIII - PHYSICAL DEMANDS

No special physical qualifications are required to perform the work. The work requires the ability to move around the office and to carry light items such as office files.

FACTOR IX - WORK ENVIRONMENT

The work is performed in an office setting.